

ARIZONA DEPARTMENT OF EDUCATION

Lisa Graham Keegan
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
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Phoenix, Arizona 85007
(602)-542-5695
(602)-542-3099 fax

SCHOOL FINANCE MEMORANDUM 01-010

TO: Business Managers, Charter Schools, Attendance Personnel, and SDER Personnel

FROM: Lyle Friesen, School Finance Director
Julie Vasquez, School Finance Data Manager
Rose Whelihan, Charter School Data Manager

DATE: September 01, 2000

SUBJECT: School Finance Data Collection Training Workshops

District and charter school personnel who report data are **strongly** encouraged to attend one of the School Finance Data Collection Training Workshops. It is very important to attend the workshops to learn not only the changes that are going to be in effect this fiscal year, but the electronic requirements that will affect your funding. The following systems will be covered:

Membership/Absence (ADM)
Special Education Census
Limited English Proficiency (LEP)
October 1 Enrollment
Year End Enrollment
Graduation Rate Study
School District Employees Report (SDER)
Technical Support (Uploading, Online Reporting, etc.)

We have enclosed a list of Workshop Sites, Training Agenda and Training Workshop Registration. **PLEASE MAKE SURE THAT INDIVIDUALS WHO REPORT ANY OF THE ABOVE-MENTIONED SYSTEMS TO THE DEPARTMENT OF EDUCATION, SCHOOL FINANCE ARE NOTIFIED OF THESE WORKSHOPS.**

If you have any questions or need additional information, please contact Julie Vasquez at (602) 542-8239 or Rose Whelihan at (602) 542-8240.

CC: DISTRICT SUPERINTENDENT

**2000 – 2001
SCHOOL FINANCE DATA COLLECTION
TRAINING WORKSHOPS FOR
DISTRICTS AND CHARTER SCHOOLS IN
MARICOPA COUNTY**

WORKSHOP SITES:

CENTRAL PHOENIX

**Thursday, Sept 28th
9:00a.m. to 3:45p.m**

**Phoenix Elementary District
Boardroom
Emerson Court
1817 N. 7th Street; Phoenix
Crossroads: Palm Lane & 7th St.**

EAST MESA

**Friday, Sept 29th
9:00a.m. to 4:15p.m**

**Rio Solado East
1455 S. Stapley Drive, #15
Mesa, AZ 85204**

WEST PEORIA

**Thursday, October 5th,
9:00a.m. to 3:45p.m**

**Knight Space Science Ed Center
Challenger Learning Center of
Arizona
21170 N. 83rd Ave
Peoria, AZ 85382**

Agenda's will not be the same at all workshops. The following pages will give you the agenda for the different locations.

TRAINING AGENDA FOR THE PHOENIX ELEMENTARY LOCATION
SEPTEMBER 28, 2000.

Training will begin at 9a.m. and will be held using **THREE** different rooms:
(*Technical Support Class is **REQUIRED**).

SESSION I

9:00 - 10:15a.m.	Room 1	Average Daily Membership (ADM) DISTRICTS
	Room 2	Average Daily Membership (ADM) CHARTER SCHOOLS
	Room 3	*Technical Support (Uploading, Online Reporting, etc.)

SESSION II

10:30-11:45a.m.	Room 1	Oct 1 Enrollment, Yr. End Enrollment, & Limited English Proficiency (LEP)
	Room 2	Average Daily Membership (ADM) DISTRICTS
	Room 3	*Technical Support (Uploading, Online Reporting, etc.) School Calendars

12:00 - 1:00p.m. ***LUNCH BREAK***

SESSION III

1:00 - 2:15p.m.	Room 1	School District Employee Report (SDER)
	Room 2	Special Ed Census (SPED)
	Room 3	*Technical Support (Uploading, Online Reporting, etc.)

SESSION IV

2:30 – 3:45p.m.	Room 1	Oct 1 Enrollment, Yr. End Enrollment, & Limited English Proficiency (LEP)
	Room 2	Graduation Rate Study
	Room 3	School District Employee Report (SDER)

TRAINING AGENDA FOR THE RIO SALADO EAST LOCATION
SEPTEMBER 29, 2000.

Training will begin at 9a.m. and will be held using **FOUR** different rooms:
(*Technical Support Class is **REQUIRED**).

SESSION I

9:00 - 10:15a.m.	Room 1	Average Daily Membership (ADM) DISTRICTS
	Room 2	Average Daily Membership (ADM) CHARTER SCHOOLS
	Room 3	Oct 1 Enrollment, Yr. End Enrollment, & Limited English Proficiency (LEP)
	Room 4	*Technical Support (Uploading, Online Reporting, etc.)

SESSION II

10:30-11:45a.m.	Room 1	Oct 1 Enrollment, Yr. End Enrollment, & Limited English Proficiency (LEP)
	Room 2	Special Ed Census (SPED)
	Room 3	School District Employee Report (SDER)
	Room 4	*Technical Support (Uploading, Online Reporting, etc.) School Calendars

12:00 - 1:30p.m. ***LUNCH BREAK***

SESSION III

1:30 - 2:45p.m.	Room 1	Average Daily Membership (ADM)
	Room 2	Graduation Rate Study
	Room 3	Oct 1 Enrollment, Yr. End Enrollment, & Limited English Proficiency (LEP)
	Room 4	*Technical Support (Uploading, Online Reporting, etc.)

SESSION IV

3:00 – 4:15p.m.	Room 1	Oct 1 Enrollment, Yr. End Enrollment, & Limited English Proficiency (LEP)
	Room 2	Special Ed Census (SPED)
	Room 3	School District Employee Report (SDER)
	Room 4	*Technical Support (Uploading, Online Reporting, etc.) School Calendars

TRAINING AGENDA FOR THE CHALLENGER LEARNING CENTER LOCATION
OCTOBER 5, 2000.

Training will begin at 9a.m. and will be held using **THREE** different rooms:
(*Technical Support Class is **REQUIRED**).

SESSION I

9:00 - 10:15a.m.	Room 1	Average Daily Membership (ADM) DISTRICTS
	Room 2	Average Daily Membership (ADM) CHARTER SCHOOLS
	Room 3	*Technical Support (Uploading, Online Reporting, etc.)

SESSION II

10:30-11:45a.m.	Room 1	Oct 1 Enrollment, Yr. End Enrollment, & Limited English Proficiency (LEP)
	Room 2	Average Daily Membership (ADM) DISTRICTS
	Room 3	*Technical Support (Uploading, Online Reporting, etc.) School Calendars

12:00 - 1:00p.m. ***LUNCH BREAK***

SESSION III

1:00 - 2:15p.m.	Room 1	School District Employee Report (SDER)
	Room 2	Special Ed Census (SPED)
	Room 3	*Technical Support (Uploading, Online Reporting, etc.)

SESSION IV

2:30 – 3:45p.m.	Room 1	Oct 1 Enrollment, Yr. End Enrollment, & Limited English Proficiency (LEP)
	Room 2	Graduation Rate Study
	Room 3	School District Employee Report (SDER)

TRAINING WORKSHOP REGISTRATION FORM

BECAUSE WE ARE REALLY CLOSE TO WORKSHOP DATES, PLEASE FILL OUT THIS FORM AND **FAX** YOUR REGISTRATIONS TO THE SCHOOL FINANCE OFFICE AT (602) 542-3099, BY SEPTEMBER 22, 2000.

ARIZONA DEPARTMENT OF EDUCATION
SCHOOL FINANCE UNIT, BIN #13
1535 W. JEFFERSON
PHOENIX, AZ 85007

DISTRICT/CHARTER SCHOOL NAME

COUNTY-TYPE-DISTRICT #

Example of C-T-D# 01-02-01

CONTACT PERSON (NAME)

AREA CODE & PHONE NUMBER

LOCATION WISH TO ATTEND

DATE

PLEASE SPECIFY WHICH SESSION, CLASS, TIME, AND NUMBER OF PERSONS ATTENDING EACH WORKSHOP:

CLASS/SYSTEM	TIME	NUMBER ATTENDING
AVERAGE DAILY MEMBERSHIP (ADM) DISTRICT)		
AVERAGE DAILY MEMBERSHIP (ADM) CHARTER)		
SPECIAL EDUCATION CENSUS (SPED)		
OCTOBER 1 & YEAR END ENROLLMENT, LEP		
SCHOOL DISTRICT EMPLOYEE REPORT (SDER)		
GRADUATION RATE STUDY (GRAD RATE)		
SCHOOL CALENDAR		
TECHNICAL SUPPORT		